



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

## EMPLOYMENT OPPORTUNITY-REVISED REANNOUNCEMENT

**JOB TITLE:** Mental Health Specialist III  
(Assistant to Waiver Directors) **NUMBER:** 21-63

**JOB CODE:** A6500 **DATE:** January 28, 2022

**SALARY RANGE:** 78 (\$51,177.60 - \$77,892.00) **PCQ#:** 8813372

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130

### MINIMUM QUALIFICATIONS:

- Master's degree in a human services field.
- 48 months or more experience which includes any combination of administration and/or management of Medicaid Waivers, or developing and/or interpreting policy or procedural requirements relative to Medicaid services for a state agency, ADMH-contracted community agency, or state/federal Medicaid agency.

**OR**

- 24 months current permanent status as a Mental Health Specialist II performing duties as indicated above.
- *Preference will be given to applicants with experience working with Medicaid waivers.*

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

### KIND OF WORK:

- Assist Waiver Directors as directed in developing and implementing plans to create new systemic capabilities and efficiencies.
- Provides supports in the design, configuration, implementation, training, and ongoing technical assistance of a statewide information management system for the Division of Developmental Disabilities HCBS waiver service delivery system.
- Research issues proactively to resolve problems and improve efficiency within systems to include required data management and HCBS waiver implementation requirements in support of federal requirements for quality assurance.

- Develops and maintains procedures for and implementation of a monthly audit of 10 Wait List approvals, 10 waiver admissions, 10 waiver redeterminations.
- Provides extensive documentation to Alabama Medicaid.
- Assists with the implementation of rate setting.
- Coordinates the implementation of Waiver Provider Application.
- Represents the Waiver Directors in their absence, in the management of meetings, interactions with stakeholders, and other state agencies as assigned.
- Assists with Medicaid Provider Enrollment as needed.
- Performs monthly Medicaid provider re-enrollment tasks to include downloading forms and sending to providers along with instructions for their submission to Gainwell.
- Follows up to ensure re-enrollment completion.
- Assists the Waiver Director in the development and maintenance of a system to accurately track allocation of CWP waiver slots.
- Coordinates and carries out training and implementation of other projects as assigned.
- Performs monthly exclusion check of Medicaid enrolled vendors.
- Ensures updated vendor information is maintained as new vendors are enrolled, exclusion checks for each vendor are performed, results tracked, relative concerns are reported to the appropriate Waiver Director, and saved in a secure location as approved by the Waiver Directors.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of mental health system service delivery.
- Knowledge of the Medicaid Home & Community Based Waivers.
- Ability to express ideas in a clear and concise manner, both verbally and in writing.
- Ability to supervise and evaluate the work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to apply creative and critical thinking.
- Ability to plan, organize, prioritize, and implement projects.
- Ability to use a personal computer and Microsoft Office software.
- Ability to develop, organize, and conduct meetings, training, and workshops.
- Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, other agencies, community providers, coalitions, stakeholders, and the general public.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful

candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE: February 11, 2022**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>